

Directions for Signing up for Electronic Billing

1. Go to: <https://www.weststockbridge-ma.gov>
2. Click on: **Online Payment Center**
3. **Select the type of bill** you would like to enroll for (real estate or personal property).
4. Complete each screen to process your payment (you may enter a \$1 payment at this point and just not complete the “payment “ portion after registering).
5. Once the bill is added to the cart, click on the icon to the left that says ‘**Electronic Billing Available**’ to begin the enrollment.
6. You will then be prompted to **either log in to your existing Unipay account or to create a new Unipay account.**
7. Next, you will be brought to the **E-bill wizard** which will allow you to choose whether to **enroll in a system that allows you to receive both paperless and the paper bill or paperless billing.** (Through the year 2020 I will continue to send both to everyone; after that you will receive only the e-bill if that is what you opted for). Then, click **Next**.
8. You will be asked to **review and accept terms and conditions.** You must check the acceptance box (below the ‘Terms...’ info) and hit **Next**.
9. Your account info will than be populated so your bill can be identified. If it’s correct hit **Next**.
10. You will be asked to **verify the information** displayed is correct. If it is, click **Next**.
11. After you click ‘**Finished**’, you will receive an e-mail from Unibank with a **link which must be clicked to complete the enrollment.**
12. Your registration is now complete and at the next billing cycle (at the end of March 2020) you will receive an e-mail telling you your bill is available. That e-mail will contain a replica of your paper bill. Save it for your records, print and submit the top portion with payment, or use the on-line payment portal to pay your bill with a debit from your checking account (the bank charges \$0.25 per transaction) or with a credit/debit card (other fees apply but you will be notified as to what those are before completing payment)
13. **Note:** If you normally receive more than one bill you must complete this process for **each** bill.